APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date July 19, 1977	Georgia Department of Human Resources Division of Vocational Rehabilitation Georgia Factory for the Blind P. O. Box 218 Bainbridge, Georgia 31717	**Application Number** 77-236
Application Number DHR-157		**Date Received** JUL 22 1977 **Date Completed** JUL 28 1977

2. Person to Contact	Working Title	Telephone Number
Mr. Clayton Penhallegon	Executive Director	912:246-5653

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series Earliest Latest 1/74 to date	5. Records Series Title *(followed by title used in office; if different)* Government Shipments Records Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Division of Vocational Rehabilitation is responsible for supervising and directing the programs in the State which are designed for training the non-productive members of society to become productive members of society, with emphasis on serving the severely disabled on a priority basis.

Facility Section has the responsibility to supervise and direct activities of eight State-wide rehabilitation facilities located throughout the State which are Yarborough Rehabilitation Center; Georgia Rehabilitation Center; Warm Springs Hospital; Alto; Atlanta Employment Evaluation and Service Center; Cave Springs; Factory for the Blind; and Gracewood.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: shipping products ordered by the United States Government.

Included are: shipping order, showing quantity and description of items being shipped; U. S. Government Bill of Lading; Material Inspection and Shipping Report; Allocation Notice, which certifies that articles ordered will be manufactured and assembled in a workshop for the blind which complies with all provisions of the Code of Federal Regulations, Title 41 with regard to blind-made products; and Order for Supplies or Services, which shows description of articles ordered and instructions for compliance with Federal Regulations.

File is arranged: by shipping dates

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old **Varies**; Seven to twelve months old **seldom**; Thirteen to twenty-four months old **none**; twenty-five months and older **None**?

9. Annual Rate of Accumulation of Records

Letter-size drawers **2**; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law	_____ years.		d. Audit period	_____ years.
b. Statute of limitation	_____ years.		e. Administrative need	_____ years.
c. Federal law	_____ years.		f. Federal retention instructions	_____3_____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

Form 1424 states 3 years

12. Approved Disposition Instructions — This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _expiration of 3 years_ then,

☒ Hold in the current files area _____ month(s) __3__ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Clayton Pinhalligon	7/15/77	Elizabeth M. Crank	7/9/77

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		7-25-77
	Secretary of State/Designee	Carroll Hart	7-28-77
	Attorney General/Designee		7-25-77

AR–56–71; Rev. 76   (Reverse Side)